

UNITED STATES ATTORNEY'S OFFICE
DISTRICT OF UTAH



STUDENT CLERK
ONE POSITION AVAILABLE

General Information: 20-25 hours per week during school and 40 hours during breaks and summer quarter.
Salary: \$13.41 an hour

Duties: Assist Financial Litigation Unit with clerical duties.

Requirements: Must be a student pursuing a degree.
Job expires upon graduation.
Clerical experience preferred but not necessary.
Must be able to work 20 to 25 hours per week between 8:00 a.m. and 5:30 p.m., Monday through Friday.
Must submit resume with references.

Security: Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. Please allow approximately a minimum of 4-8 weeks for completion of background clearance. Selectee will be subject to drug testing by urinalysis prior to appointment.

Location: United States Attorney's Office
185 South State Street
Suite 300
Salt Lake City, Utah 84111

Deadline: June 15, 2010

Contact: Danna Reichert
(801) 325-3242